

Information Technology Advisory Board

NOVEMBER 20, 1996

MEETING MINUTES

ATTENDEES:

Rick Moore, Chair	Joyce Backes	Jon Beck
Rich Beckwith	Mike Benzen	Matt Blotevogel
Karen Boeger	Howard Carter	Sean Curry
Lew Davison	David Finch	Mary Garrison
Jan Grecian	Rick Griggs	George Hagedorn
Stan Heckman	Gina Hodge	Jim Latteman
Don Lloyd	Jeanette Luebbert	Gary Lyndaker
George Marshall	Chris Mueller	Richard Pierce
Ron Pinkham	Jim Roggero	Jim Schutt
Larry Seneker	Rise' Williamson	Paul Wright

OPENING REMARKS

Rick Moore called the November 20, 1996 ITAB Meeting to order at 8:40 a.m. in the Interpretive Center at the Office of the Secretary of State, 600 West Main Street, Jefferson City, Missouri. Rick opened the meeting welcoming everyone and reminded the group of the last meeting scheduled for this year, December 18, 1996. Attendees made introductions.

Rick nominated Betty Rottmann for the 1997 ITAB Vice Chairperson. Ron Pinkham seconded nomination. The group unanimously elected Betty as the 1997 ITAB Vice Chairperson.

APPROVAL OF MINUTES

1. Approval of the October 30, 1996 Information Technology Advisory Board Meeting Minutes

Rick asked for additions, deletions or corrections to the October 30, 1996 ITAB Meeting Minutes. Rick thanked Jan Grecian for her assistance in reviewing the ITAB minutes. The group made no changes; therefore, the minutes stand approved as written.

ACTION REQUIRED: None.

GENERAL BUSINESS

1. CIO Issues (Mike Benzen)

Year 2000 Assessment - Mike Benzen reported that the Year 2000 assessment is progressing. The consultant is 75 to 80 percent finished with the automation portion.

Prime Vendor - Mike reviewed three (3) problems with AmeriData: 1) AmeriData's home page needs significant improvement and will be revised in the next month or two. 2) AmeriData is having problems with call backs on their "800" number. Mike believes the call backs will be significantly reduced once

the home page is revised. 3) Mike stated that there is a problem with Gateway and AmeriData due to the pricing structure in the prime vendor contract. Mike will meet with both AmeriData and Gateway regarding the pricing issue.

In addition, Mike noted that prices are not current on the AmeriData home page. Mike urged attendees to be patient with the new vendor while these issues are resolved.

Office of Information Technology (OIT) Tactical Plan - Mike distributed OIT Tactical Plan Progress Report.

D. Information Technology Planning Board (ITPB) - Mike gave an update of the October 19, 1996 ITPB Meeting. Mike stated that Year 2000 funding was discussed at length.

ACTION REQUIRED: None, informational.

2. Software Standards (Chris Wilkerson)

Jeanette Luebbert distributed the software standards' product survey results. Jeanette requested that attendees forward survey corrections to Chris Wilkerson. Agencies that have not participated in this survey, please forward relevant information. Chris would like each agency to have a representative on this Subcommittee. Jeanette also distributed a memo requesting the above-referenced information.

Rick Moore stated that hardware standards also need to be addressed. The group agreed that the Software Standards Subcommittee will work on this project.

ACTION REQUIRED: Agencies are to forward corrected for additional information on the software standards product survey. Attendees are to forward the name of their agency's representative for the Software Standards Subcommittee.

3. Year 2000 (Ron Pinkham)

Ron Pinkham stated that he is meeting with the Year 2000 Project Director today and would like attendees to let him know of any concerns they have so he can forward the information. Ron also reported that there is no funding in this year's budget or next year's budget for Year 2000 on the federal level.

ACTION REQUIRED: Attendees are to forward Year 2000 concerns to Ron Pinkham.

4. Data Center Consolidation (Gerry Wethington)

Howard Carter reported that the Department of Social Services and the State Data Center (SDC) consolidated the first of November. There was one problem with 3420 tape drive, but a backup was in place. Everyone was happy with the overall project. The SDC continues to work with Social Services on duties and responsibilities. The OIT is facilitating these meetings. The SDC has 15 vacancies including two that are supervisory. The Highway Patrol moved four (4) FTE on November 1, 1996, which has really helped. Mike Benzen praised the group for their diligent effort on this enormous project.

Joyce Backes requested an update on the trip to Connecticut. Mike Benzen gave an update to the group on Connecticut's interest in the Missouri consolidation project.

Joyce expressed concerns with the mail room consolidation and Social Service's problems receiving mail. Other agencies stated they are having the same problems. Mike Benzen stated he will discuss this issue with the Office of Administration.

ACTION REQUIRED: None, informational.

5. Prime Vendor (Larry Seneker)

Larry Seneker asked agencies to contact him with any additional problems or concerns with the Prime Vendor Contract.

ACTION REQUIRED: Agencies are to contact Larry Seneker with any problems or concerns on with the Prime Vendor Contract.

6. ATM Project Update (Gail Wekenborg)

Larry Seneker reported an ATM project closing meeting was held. Lew Davison informed the group that the ATM equipment bid will be on the street in a couple weeks.

ACTION REQUIRED: None, informational.

7. Personnel Committee (Joyce Backes)

Joyce Backes stated that the RFP for the testing tool, which the Department of Revenue (DOR) will test, is almost ready to go on the street. The aptitude testing tool project is progressing. The brochure is almost ready for press. The Recruitment Group has had individuals at the colleges and universities recruiting college graduates and interns. The group is also working on a book of guidelines for interested individuals. Social Services had a contract with non state-supported schools, which may become statewide. The Jefferson City Training Coalition has the following four (4) subcommittees: Media, Finance, Survey and Higher Education. Training for the new

hire data base program developed by Larry Seneker should begin in December, for use in January. A new group was formed at the last Personnel Committee Meeting to examine career ladders.

ACTION REQUIRED: None, informational.

8. Information Technology Education Advisory Committee (Jim Roggero)

Jan Grecian stated this Committee is working on their mission statement and goals. The Committee has asked each agency that has a training facility to donate their facility for one week each quarter. Jan also reported that the Committee met with AmeriData regarding training issues. Please contact Evie Altheuser at (573) 751-1512 to schedule use of the Statewide Training Center. Rick Moore reminded attendees that the Truman Building shuttle is available, which should alleviate parking problems for training located at the Truman Building.

ACTION REQUIRED: None, informational.

9. Internet / MOREnet (Bill Mitchell)

David Finch reported that the bandwidth between Jefferson City and Columbia is about 60 percent peak utilization. David stated that last Friday there was an Internet outage in Kansas City for about 4 ½ hours; therefore, they are looking at alternate routes to the Internet in case of interruptions. David indicated that there has been a change in the ring distribution process for the modem pool. The modem pool has 48 lines with an average call length of about 4 ½ minutes and

statistics indicate it is not maxing out. David asked attendees to inform their staff that users must utilize their correct pilot number.

David distributed a listing of MOREnet Agency Coordinators. Each agency has two (2) Coordinators. MOREnet will conduct training for agency coordinators at no charge in December. David requested attendees review the listing and forward any changes or correction to Jim Proffer at (573) 751-1544.

ACTION REQUIRED: Agencies are to contact Jim Proffer with changes or corrections to the agency contact list.

10. Statewide Purchasing Update (Larry Seneker and Cindi Rutherford)

Larry Seneker reported that a meeting is scheduled next week to discuss the RS6000 statewide bid. The AS400 peripherals bid has gone out.

ACTION REQUIRED: None, informational.

11. Network Consolidation Study (Mike Benzen)

Mike Benzen reported that the network consolidation study bid has problems. Mike will be meeting with Dick Hanson to discuss this issue. Mike also indicated that a few years ago, the Highway Department bid out laying fiber down the right-of-way of the state highway system to a cable vendor, Digital Teleport, Inc. (DTI). The contract stated that the Highway Department gets six (6) strands of lit fiber. The state is now researching a \$5 million request from the Department of Higher Education to bring T1s into their institutions and move the backbone to a DS3. The fiber that Transportation has is powered by OC12. The Highway Department and the Governor's Office will meet to discuss the feasibility of amending the contract to allow state government to use this fiber. They would like to incorporate the possibility of using this fiber as the backbone along the highway system into the network consolidation study.

ACTION REQUIRED: None, informational.

12. Statewide Information Strategy Plan (Cindi Rutherford)

The group deferred this issue.

ACTION REQUIRED: None.

REPORT OF PLANNED / ACTIVE BIDS

1. Rick stated that the DOR is implementing the Over the Counter drivers license at their branch offices. Implementation should be complete at all branch offices by December 16, 1996. Over the Counter drivers license will begin being implemented in the fee offices in January. The new Missouri license plate is available. The new Missouri personalized license plates will be available in July 1997.

2. Ron Pinkham stated that the Department of Labor and Industrial Relations has implemented regional phone centers for unemployment claims and benefits.

REVIEW OF ACTION ITEMS

None.

OPEN DISCUSSION

1. David Finch reported that MOREnet is participating in a pilot project with Packet Video and schools.

2. Rick Moore asked attendees to forward handouts for ITAB meetings to the chairperson for distribution with the agenda and minutes.

3. Lew Davison distributed the ITAB meeting schedule for 1997.

NEXT MEETING

1. The next meeting is scheduled for Wednesday, December 18, 1996, at 8:30 a.m. in the Office of the Secretary of State, Interpretive Center.

The group had no additional business to discuss. The meeting adjourned at 10:20 a.m.

Rick Moore, Chairperson